

Job Title: HVAC Mechanic IV
Reports to: HVAC Supervisor
Dept./School: Maintenance/Operations
Auxiliary Service Center

Wage/Hour Status: Nonexempt
Pay Grade: Grade 8
261 Days
Date Revised: April, 2014

Primary Purpose:

Under the general direction of the HVAC supervisor, service, diagnose needed repairs, maintain, and overhaul heavy industrial chilled water refrigeration equipment and HVAC equipment.

Qualifications:

Minimum Education and Certification:

High School Diploma or any Equivalent
Completion of recognized large tonnage chilled water refrigeration apprenticeship programs or equivalent experience
Certified Air Conditioning and Refrigeration Mechanic
Certified Universal Technician for refrigerant handling
Maintenance Electrician License preferred
Clear and valid current Texas Driver's License

Special Knowledge/Skills:

Ability to diagnose, adjust and correct problems or determine required repairs on HVAC equipment.
Must be technically qualified for the tasks of the job.
Must be able to use computers and energy management software to work on HVAC equipment.

Experience:

Three years experience in air conditioning and refrigeration maintenance including electrical. Four years apprenticeship and /or maintenance experience on industrial chilled water systems including centrifugal and reciprocating chillers. Three years experience in service and maintenance of variable frequency drives, pumps and pipefitting. Energy management systems installation, service and programming experience preferred.

Evaluation:

Performance of this job will be evaluated annually.

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

1. Diagnose and repair malfunctions in various types of HVAC equipment and refrigeration equipment.
2. Install new HVAC systems and refrigeration equipment.
3. Relocate and expand existing HVAC systems as needed.

4. Repair, replace, or calibrate DDC and pneumatic controls, DDC and pneumatic thermostats, switches, fuses, and electrical wiring.
5. Fabricate, assemble and install duct work, perform duct cleaning and piping according to specifications and code.
6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
8. Perform water treatment on cooling towers, hot and chilled loops.
9. Install and repair closed cell or fiberglass insulation.
10. Install, service and perform preventive maintenance on ice machines.
11. Install, service and perform preventive maintenance on water fountains.
12. Receive and complete work orders.
13. Maintain accurate records on material and labor used on estimates and completed projects.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure areas are clean.
16. Work with building principals and supervisors to complete projects.
17. Detect needed repairs on equipment following established inspection procedures.
18. Respond to emergency calls as needed.
19. Perform related duties as required.

Safety

20. Perform preventive maintenance on tools and equipment to ensure that all are in safe operating condition.
21. Operate tools and equipment according to established safety procedures.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Equipment Used:

Working knowledge of the following equipment: electric, electronics, and pneumatic test equipment, electronic controllers, energy management systems, calibration panel, charging sets, purge/pump out/reclaim, variable frequency drives, variable air volume systems and other mechanical and electrical equipment pertinent to trade. Light truck or van.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying while climbing ladders. Works in tight places and in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures, exposure to electrical hazard, some exposure to metal contaminants, and biohazards.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee signature _____

Date _____

Supervisor signature _____

Date _____